



United States Mission to the United Nations



U.S. Department of State New York, NY

Announcement Number: USUN-0287

Position Title: Protocol Specialist
Office and Location: Office of the U.S. Representative
Type of Position: Excepted Appointment
Series and Grade: GG-0301-9/11
Salary Range: \$53,500 - \$84,146
Promotion Potential: GG-11
Opening Date: 10/13/10
Closing Date: 10/19/10
Supervisory: No

Security Clearance Required: If selected must be able to obtain and maintain Top Secret Security Clearance

Relocation Expenses: will not be paid

Who may apply: All Sources

Comments: *(1) This is an Excepted Service Position. (2) Incumbent will be subject to random drug testing.*

Job Summary: This position is located in the Protocol Section of the Executive Office of the U.S. Representative of the U.S. Mission to the United Nations. Incumbent works under the direct supervision of the Chief of Protocol Officer and performs a wide variety of specialized functions in support of the office.

- Assist the Chief of Protocol in planning, coordinating, and making arrangements for representational events at the U.S. Mission and the Ambassador's Official Residence, as well as many Presidential, Cabinet Member and foreign delegation events.
- On a daily basis, organize last minute coffee, meetings and events that occur at the Mission or the Ambassador's residence.
- Prepare guest lists, issue invitations and follow up on RSVP's etc.
- Answer protocol inquiries from the public including the United Nations Association of the USA, the Committee for UNICEF, and other NGO's.
- Maintain detailed records of official functions and events sponsored by USUN representatives.
- Manage protocol database to maintain accurate records.
- Handle administrative responsibilities and work closely with the General Services Office and the Budget and Finance Office to prepare work orders and to verify invoices with receiving reports.
- Work closely with residence staff, restaurants, florists, entertainers, and caterers.
- Prepare place cards, table cards, menu cards, seating arrangements and greets guests at venue.

QUALIFICATION REQUIREMENTS: Applicants must have the required experience or education as described below and meet any selective factors when specified. Candidates must meet the basic requirements for the Administrative and Management Positions outlined in the OPM Qualification Standards for General Schedule Positions. In addition to the basic requirements, candidates must have one year specialized experience equivalent to the next lower level in the federal government.

GS-9 - Applicants must have at least one (1) year specialized experience equivalent to the GS-7 level in the Federal Government. Such experience must have equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of this position.

GS-11 - Applicants must have at least one (1) year specialized experience equivalent to the GS-9 level in the Federal Government. Such experience must have equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of this position.

OR

Education for GG-9 level: Two full years of graduate level education or masters or equivalent graduate degree (LL.B of JD)

Education for GG-11 level: Three full years of higher level graduate education, PHD or equivalent doctoral degree.

Creditable specialized experience must demonstrate:

- Knowledge of U.S. United Nations and international protocol practices, as well as knowledge of current and past international affairs;
- Knowledge of Microsoft Word (or similar word processing program), database programs, and have excellent Internet and e-mail skills.
- Ability to communicate effectively in English and at least one other official language of the UN with fellow USUN employees of all ranks, Departmental counterparts, foreign Mission employees of all ranks, suppliers, and service personnel of many types, e.g., waiters, barmen, cooks, and maintenance is a plus. Excellent inter-personal skills are mandatory.
- Ability to work independently with a minimum of supervision.
- Ability to work in fast-paced, demanding environment.
- Skill in office equipment, computer and peripheral equipment.
- High degree of organizational skills in order to manage budgets, invoices, and purchases.

Applicants must meet all qualification requirements, including time-in-grade requirements for current federal employees, by the closing date of the announcement.

You are encouraged to read the entire vacancy announcement before you submit your application package.

IN ADDITION TO THE RESUME - UNDER SEPARATE COVER - YOU NEED TO ADDRESS EACH KSA – (Knowledge Skill, Ability). Provide a good example what you have been doing in each capacity that would qualify you for this position and submit via FAX or e-mail. **APPLICATIONS THAT ARE SUBMITTED WITHOUT KSAs ARE CONSIDERED INCOMPLETE AND WILL NOT BE CONSIDERED.**

KSAs: Applicants who meet the qualification requirements described above will be further evaluated by determining the extent to which their education, experience, training, awards and supervisory appraisal indicate they possess the knowledge, skills, and abilities described below.

1. Knowledge of Protocol practices to provide advice and guidance in Protocol matters.
2. Skill in operating Office Automation systems in order to carry out responsibilities of the program.
3. Ability to communicate in a foreign language to effectively interact with high ranking officials.
4. Ability to organize and bring about a successful and positive official function.

COMPLETE APPLICATIONS MUST BE RECEIVED POSTMARKED BY THE CLOSING DATE OF THE ANNOUNCEMENT.

If you are a current Federal employee or a reinstatement eligible, you must submit a copy of SF-50, Notification of Personnel Action to document your highest annual salary and your personal status (tenure).

If you are a current Federal employee, you must submit a copy of your most recent Federal performance appraisal. THIS APPRAISAL MUST BE DATED WITHIN THE PAST 12 MONTHS. IF YOU DO NOT HAVE A CURRENT PERFORMANCE APPRAISAL, A STATEMENT ADDRESSING THE REASONS WHY A CURRENT APPRAISAL WAS NOT SUBMITTED MUST BE INCLUDED.

ADDITIONAL APPLICATION INSTRUCTIONS FOR VETERANS

If you are a Veteran you may be eligible to apply for this position. This position is announced in accordance with merit staffing procedures as prescribed by this Agency. Preference eligibility and/or Veterans Preference dose not apply to internal staffing or merit promotion practices. If you are a Disabled Veteran, you must submit the following

documents with your application to be considered under the VRA: **For more information regarding Veterans Preference, please visit** – <http://www.opm.gov/veterans/>

1. Member 4 copy of your DD-214
2. SF-15, Application for 10-Point Veterans Preference
3. A letter from the Department of Veterans Affairs (VA) dated in 1991 or later.

ALL MATERIAL SUBMITTED WILL BECOME THE PROPERTY OF THE U.S. MISSION TO THE UNITED NATIONS AND WILL NOT BE RETURNED.

The U.S. Mission to the United Nations is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, marital status, age, political affiliation, union or non-union affiliation, sexual orientation, disability, or any other non-merit factors.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Office of Employee Relations, Work/Life Programs, at (202) 261-8180. The decision on granting reasonable accommodations will be on a case-by-case basis.

(SEE NEXT PAGE FOR HOW TO APPLY)

HOW TO APPLY

You may apply for advertised vacancies with a resume, the Optional Application for Federal Employment (OF-612), or any other written format you choose. Although we do not specify the format in which information is presented or require the use of any particular application form, there is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for a specific vacancy. If your application package does not provide all the information requested, you will lose consideration for the job. **Fax applications** to the Human Resources Unit: (212) 415-4395

JOB INFORMATION

In order to apply for USUN vacancies all applicants must provide the information outlined below:

1. Announcement number
2. Title and grade (s) of the position for which you are applying.

PERSONAL AND EDUCATIONAL INFORMATION

1. Full name, mailing address (with zip code) and day and evening phone numbers, including area code
2. Social Security Number
3. Country of citizenship
4. Veterans' preference (proof of eligibility required)
5. Highest Federal civilian grade held, incl. series, beginning and ending dates
6. Name, city and state of last high school attended and date of diploma or GED
7. Name and state of college and universities attended, major fields of study, type and year of any degrees received (if no degree, show total number of credits earned and indicate whether they are in quarter or semester hours).

Applicants with foreign education must submit an evaluation of their course work by an organization recognized for accreditation or by an accredited U.S. College or university.

WORK EXPERIENCE AND OTHER QUALIFICATIONS

In addition, applicants *must* provide information on their work experience, both paid and non-paid, that is *related* to the position for which they are applying, including:

1. Job title (series and grade if Federal employment)
2. Duties and accomplishments
3. Employers' name and address
4. Supervisor's name and telephone number (indicate if we may contact your current supervisor)
5. Starting and ending dates of employment (month and year)
6. Hours worked per week
7. Salary
8. Any other qualification, including *job related*: training (title and date of course); skills (e.g., languages, typing speed, tools, machinery, computer software/hardware); current licenses; or honors, awards and special accomplishments (e.g., honor societies, publications)

ADDITIONAL INFORMATION

1. All current Federal employees and reinstatement eligible ***must submit a current performance appraisal*** and a SF-50 showing proof of status. (If a current performance appraisal does not exist, a form DS-1966 (Applicant Appraisal) or equivalent form from another agency, signed by the current supervisor is acceptable, or if the performance appraisal of record does not fully address the ranking factors, the DS-1966 may be submitted.)
2. All non-competitive eligible ***must submit*** proof of eligibility.
3. All applicants claiming veterans' preference ***must provide*** proof of eligibility.
4. All other applicants (non-status) ***must*** submit information identified above.
5. For maximum consideration all applicants ***should*** submit information that addresses the ranking factors on the front of this announcement.

APPLICATIONS WHICH ARE INCOMPLETE OR MAILED IN POSTAGE-PAID GOVERNMENT ENVELOPES WILL NOT BE CONSIDERED. ALL APPLICATIONS MUST BE POSTMARKED BY THE CLOSING DATE AND ARRIVE IN USUN/PER BY COB ON THE FIFTH WORKING DATE AFTER THE CLOSING DATE. ALL MATERIAL SUBMITTED WILL BECOME THE PROPERTY OF THE DEPARTMENT OF STATE.

WHERE TO APPLY

ADDRESS APPLICATIONS TO: U.S. Mission to the United Nations, 799 United Nations Plaza, New York, NY 10017, Attn: Human Resources Unit, Room-1227
E-mail address: nashd@state.gov - FAX 212-415-4393. FOR QUESTIONS ABOUT THIS JOB: Denise Nash 212-415-4143.

PRIVACY ACT INFORMATION

The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested to evaluate your qualifications. Other laws require us to ask